

Accounting – Computerized

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60503

The Computerized Accounting Certificate provides the student with basic accounting skills and knowledge together with additional training in computer applications common to the accounting industry. This certificate program prepares the student for an entry-level position as a computerized accounting clerk. Common duties performed in this field are utilization of accounting software programs for posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting, and account analysis.

Requirements for the Certificate

Required courses:

Completion of the Accounting – Bookkeeping Certificate (9-10 Units) as follows:

BUSA 7	Principles of Accounting – Financial, <i>or</i>	5.0	CSU, UC
BUSA 72	Bookkeeping – Accounting	5.0	
BUSA 53	Ten-Key Calculations, <i>or</i>	2.0	
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English, <i>or</i>	3.0	
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

BUSA 75	Using Microcomputers in Financial Accounting, <i>or</i>	1.0	
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting, <i>or</i>	1.0	
BUSA 81	Work Experience in Accounting	1.0	
CISB 15	Microcomputer Applications	4.0	CSU, UC

Plus

Select 3.5 Units from:

BUSA 81	Work Experience in Accounting	1.0	
CISB 11	Computer Information Systems	3.5	CSU, UC
CISB 13	Microsoft Windows	2.0	CSU
CISB 21	Microsoft Excel	4.0	
CISW 11	The Internet	4.0	CSU
COMP 11	Internet Research for Business	2.0	CSU
COMP 20	Microsoft Word	4.0	

TOTAL UNITS 18.5 - 19.5